

CONFIRMATIONS IN TAP

(VIEWING CARDIFF ORDER CONFIRMATIONS IN TAP)

You will receive an email stating the below:

Dear Agent:

Your confirmation is ready for you to review on Taxpayer Access Point (TAP) <https://tap.dor.mt.gov>. Please sign in using your User ID and Password to access your confirmation letter.

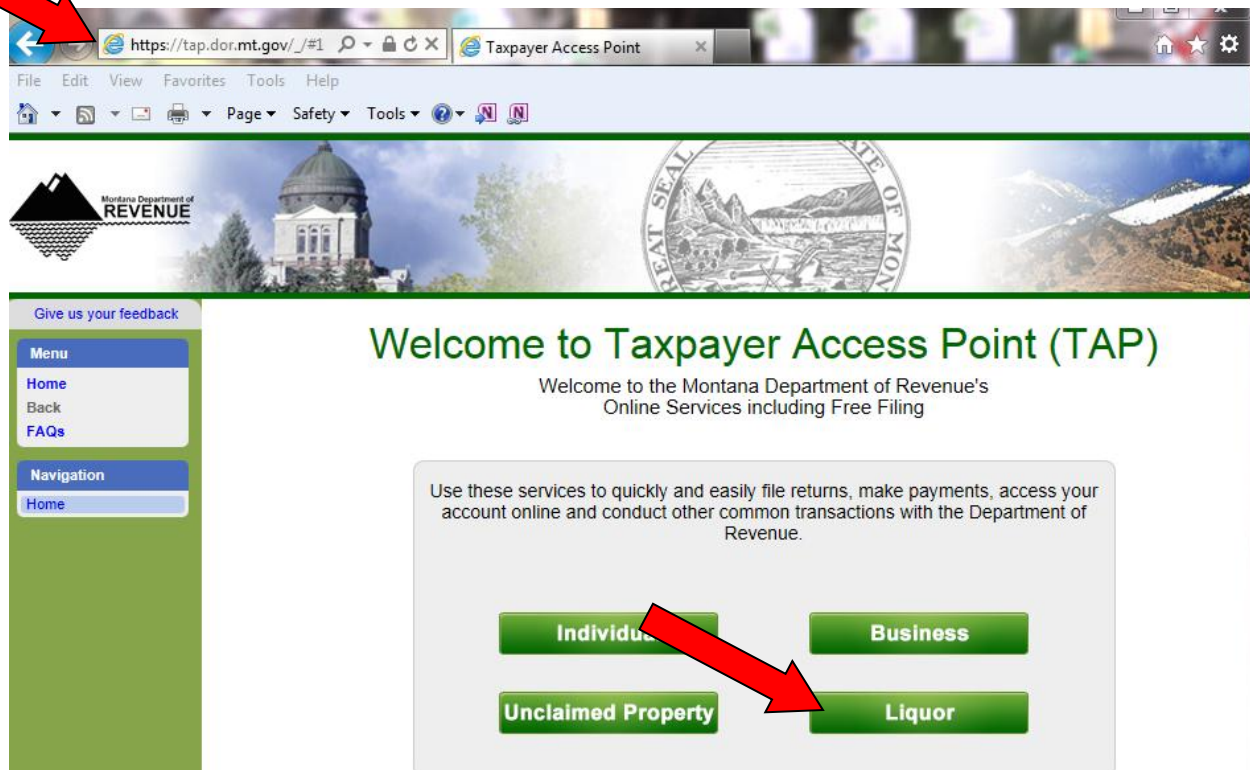
Thank you,

Your Liquor Distribution Team

Go to the TAP website at https://tap.dor.mt.gov/_/#1

(you can add this site to your favorites)

Now at the "TAP" Website. Click "Liquor"



Click "Login"

Give us your feedback

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Liquor Services

The Liquor Control Division is committed to providing quality electronic services to customers with liquor vendor accounts, agency store owners, liquor licensees and registrants. To log in to your account or sign up for account access, please click on one of the links below TAP Services. Other Services are available for all users. If you experience any problems, please contact us toll free at (866)-859-2254 or 444-6900 (in Helena)

TAP Services
Login REQUIRED

Login
Sign up Now!

Other Services

Vendor Calculator
Vendor Calculator - Up
License Search
Server Training Submit
Server Training Search

Login Services Include:

- Make and view payments
- Request name and address changes
- File & Pay Liquor License Renewals
- File requests for license changes, alterations, non-use status
- File catering reports & wholesale agreements
- File, view & amend beer, wine & hard cider tax returns
- View & print orders, backorders, invoices and coupons (Agency Liq. Stores only)
- Online ordering (Agency Liquor Stores only)
- Access product reports

Enter your "User Name" and "Password", Click "Login".

Give us your feedback

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LOGIN

Forgot my Password

Username
Password
Authorization Code:

If you have received an authorization code please enter it above. Authorization codes are sent out as an added security step for new logins and forgotten passwords. You can contact us toll free at 1 (866) 859-2254 or in Helena at 444-6900.

Login

HOT TIPS
Know Your TAP Colors

Yellow = Required.
Green = OK, your entries are valid.
Red = Needs correction. Place your cursor over the field to learn more.
White = View only. Look for Change button nearby.

After logging into your account you will be at the Account Details Screen.

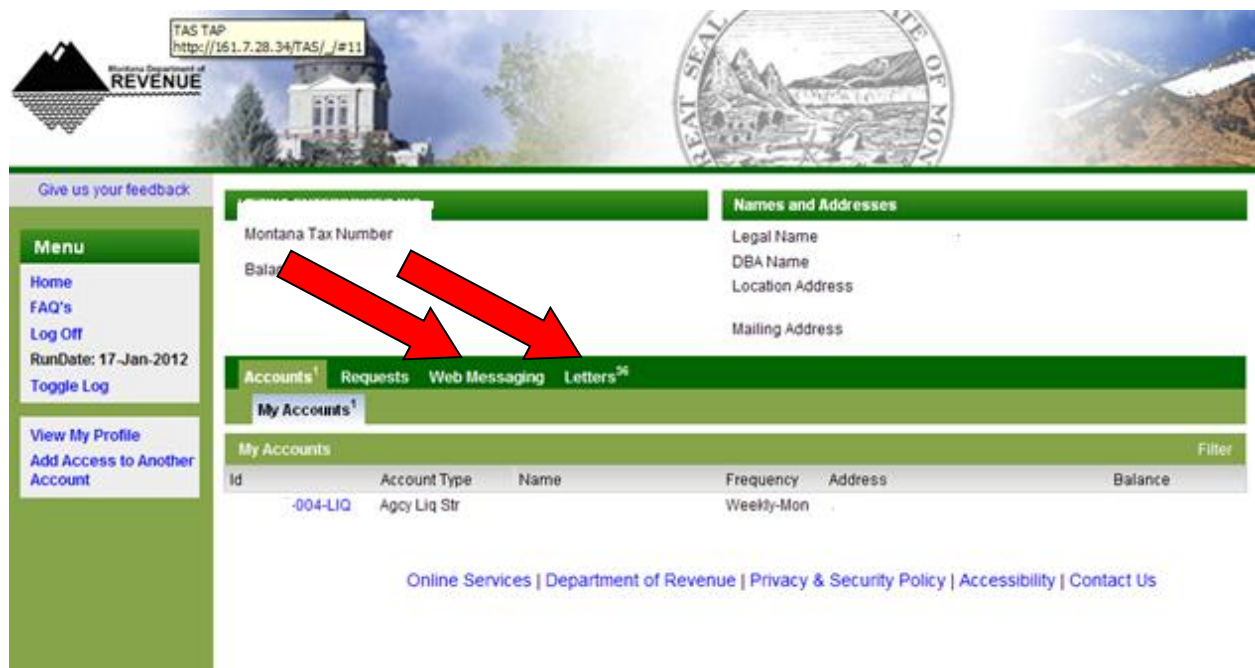
Click [“Web Messaging”](#). You will receive the below message:

Please go to your [“Letters Tab”](#) and click on the blue [“Letter ID”](#) link to view your [“Cardiff Order Confirmation”](#).

Thank you.

Your Liquor Distribution Team

Click [“Letters.”](#)



The screenshot shows the Montana Department of Revenue website. The header includes the Montana Department of Revenue logo, a TAS TAP link, and the Great Seal of the State of Montana. The main navigation menu is on the left, with 'Letters' highlighted. The 'Letters' tab is selected in the top navigation bar. Two red arrows point to the 'Letters' tab and the 'Letter ID' link. The 'My Accounts' table is visible below the navigation bar.

Id	Account Type	Name	Frequency	Address	Balance
-004-LIQ	Agcy Liq Str		Weekly-Mon		

Click “Letter ID” to view your “Cardiff Order Confirmation” (this is your order confirmation).

Give us your feedback

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Navigation

- My Accounts
- View My Profile
- Add Access to Another Account

NAMES AND ADDRESSES

Montana Tax Number
Balance

Legal Name
Mailing Address
Location Address

ACCOUNTS¹ REQUESTS⁰ WEB MESSAGING⁰ **LETTERS**

LETTERS

1 - 100 of 162

Sent	Letter Id	Type	Account	Id	Filing Period
21-Feb-2013	L1041432320	Liquor Payment Coupon	Agcy Liq Str	103-LIQ	09-Jan-2013
21-Feb-2013	L0012634240	Store Order Letters	Agcy Liq Str	103-LIQ	20-Feb-2013
20-Feb-2013	L0335448192	Cardiff Order Confirmation	Agcy Liq Str	103-LIQ	20-Feb-2013
14-Feb-2013	L1264709760	Liquor Payment Coupon	Agcy Liq Str	103-LIQ	02-Jan-2013
13-Feb-2013	L1493794560	Store Order Letters	Agcy Liq Str	103-LIQ	13-Feb-2013
13-Feb-2013	L1521141888	Cardiff Order Confirmation	Agcy Liq Str	103-LIQ	13-Feb-2013

Your “Cardiff Order Confirmation” form appears. You can “Print” (upper left-hand corner) your “Cardiff Order Confirmation” form for review. To close, Click “X” on the upper-right corner. This brings you to the **Account Details Screen**.

Edit View Window Help

1 / 6 100%

State Order Confirmation Form

Pick Date:

Agency No:

Fed ID No: 000000000

Stock No	Description	Btl Ord	Btl Ship	Cse Ord	Cse Ship	Posted Price	Ext. Amt.	Ag'ts Reduc.	Total
110-010550-75	BLACK VELVET TOASTED CARAMEL	0	0	2	2	12.55	301.20	36.412	264.788
110-011058-17	MAC NAUGHTONS 80 PF 4 YR	0	0	1	1	18.55	111.30	13.455	97.845
110-011296-75	CROWN ROYAL	0	0	2	2	24.80	595.20	71.954	523.246
110-011297-10	CROWN ROYAL	0	0	2	2	30.30	727.20	87.911	639.289

After reviewing your “[Cardiff Order Confirmation](#)” form, you can make changes to your order. Click “[Accounts](#)” and Click “[ID](#)”.

Give us your feedback

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View My Profile

Add Access to Another Account

NAMES AND ADDRESSES

Montana Tax Number 4690650

Legal Name

Balance \$770,202.21

Mailing Address

Location Address

ACCOUNTS¹ REQUESTS⁰ WEB MESSAGING⁰ LETTERS

MY ACCOUNTS¹

MY ACCOUNTS

Account Type	Name	Frequency	Address	Balance
003-LIQ	Agcy Liq Str	Weekly-Wed	MT	

Hide History Filter

Click “[Change Order](#)”

Give us your feedback

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View Back Orders

Submit RLD

Make a Payment

Account ID:

Processed and Pending Customer Orders

Order ID	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coupon	Order Adjustments	Order Confirmation
200521	Change Order	27-Feb-2013	31-Jan-9999	NEW	0.00	0.00			
200433	Order Details	20-Feb-2013	21-Feb-2013	Shipped	145,390.75	127,765.02	Invoice/Coupon		Order Confirmation
200329	Order Details	13-Feb-2013	13-Feb-2013	Shipped	103,388.20	90,854.45	Invoice/Coupon		Order Confirmation
200243	Order Details	06-Feb-2013	06-Feb-2013	Shipped	114,251.15	100,423.60	Invoice/Coupon		Order Confirmation
200114	Order Details	30-Jan-2013	31-Jan-2013	Shipped	165,855.95	145,749.23	Invoice/Coupon		Order Confirmation
200014	Order Details	16-Jan-2013	17-Jan-2013	Shipped	177,072.80	155,606.26	Invoice/Coupon		Order Confirmation
200013	Order Details	09-Jan-2013	09-Jan-2013	Shipped	125.70	110.46	Invoice/Coupon		Order Confirmation
207904	Order Details	09-Jan-2013	09-Jan-2013	Shipped	73,430.40	64,528.44	Invoice/Coupon		Order Confirmation

Click “View/Change Liquor Order”

Give us your feedback

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Cancel

SUMMARY

Web Liquor Order

1. Select the Pick Date for your order

27-Feb-2013

If the Pick Date (not submit date) above falls on a holiday, please enter your alternate pick date

Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date

2. View/Change liquor order

Total Number of Bottles Ordered: 60

Total Number of Cases Ordered: 14

Confirmed: 60

Confirmed: 14

3. Once your order is complete, please click Submit

This brings you to the “Liquor Order Table”. To make changes (add or remove) type the “Product Name or NABCA Number” in the filter area and Click Enter.

Liquor Order Table

Order Pick Date 27-Feb-2013

Total Number of Bottles Ordered: 60

Total Number of Cases Ordered: 14

[Click Here to View Price Books](#)

Type name or item number in green box to search

1 - 50 of 3,549

1 2 3 4 5 >> <<

Filter							
Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Items	
020-000875-75 - 8 SECONDS BLACK 8 YR CANADIAN WHISKEY	0	0	0	0	Special Order Item	MyItems	
020-003655-75 - HERRADURA SILVER TEQUILA	0	0	0	0	Regular Listed Item	MyItems	
020-003656-75 - HERRADURA ANEJO TEQUILA	0	0	0	0	Regular Listed Item	MyItems	
020-003657-75 - HERRADURA REPOSADO TEQUILA	0	0	0	0	Regular Listed Item	MyItems	

Revised 4/16/2013

Call 406-444-0719 or
800-332-6135, option 2

email: MLoehrman@mt.gov Page 6

The product will appear.

Example: If you want to change the quantity of cases from 3 to 4, Type 4 (the total amount needed) in the Cases Requested field. Clear the green **Filter Field and Click Enter (change was made). By clicking Enter the order screen will reappear. Keep doing this until you have completed your changes.**

Originally 3 Cases

Liquor Order Table

Order Pick Date:

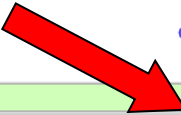
Total Number of Bottles Ordered: Total Number of Cases Ordered: [Click Here to View Price Books](#)

Type name or item number in green box to search

40835

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Item
290-040835-75 - SKYY INFUSION DRAGON FRUIT VODKA	0	0	3	3	Special Order Item	MyItems

OK Cancel



Changed to 4 Cases

Liquor Order Table

Order Pick Date:

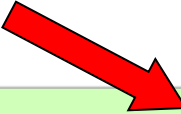
Total Number of Bottles Ordered: Total Number of Cases Ordered: [Click Here to View Price Books](#)

Type name or item number in green box to search

40835

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Item
290-040835-75 - SKYY INFUSION DRAGON FRUIT VODKA	0	0	4	3	Special Order Item	MyItems

OK Cancel



Clear the **Filter Field** and Click Enter for the list to reappear. Now type in the next product item that needs to be changed (added or removed). You can go back as many times as you need to make changes.

Liquor Order Table

Order Pick Date:

Total Number of Bottles Ordered: Total Number of Cases Ordered:

[Click Here to View Price Books](#)

Type name or item number in green box to search

1 - 50 of 3,549

Filter

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Item
020-000875-75 - 8 SECONDS BLACK 8 YR CANADIAN WHISKEY	0	0	2	0	Special Order Item	MyItem
020-003655-75 - HERRADURA SILVER TEQUILA	0	0	0	0	Regular Listed Item	MyItem
020-003656-75 - HERRADURA ANEJO TEQUILA	0	0	0	0	Regular Listed Item	MyItem

Click the **“Ok”** in the lower-right corner to exit the Liquor Order Table screen. After clicking Ok you will be at the Web Liquor Order screen.

Liquor Order Table

Order Pick Date:

Total Number of Bottles Ordered: Total Number of Cases Ordered:

[Click Here to View Price Books](#)

Type name or item number in green box to search

40835

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Item
290-040835-75 - SKYY INFUSION DRAGON FRUIT VODKA	0	0	4	3	Special Order Item	MyItems

OK **Cancel**

Once your changes are completed, Click “Submit” and “Log Off” on the left side of the screen.

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Submit

Cancel

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Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date

2. View/Change liquor order

Total Number of Bottles Ordered: 60	Total Number of Cases Ordered: 14
Confirmed: 60	Confirmed: 14

3. Once your order is complete, please click Submit

Changes to your order can be made until 10:50 a.m. on your pick date.

The TAP Submit button must be clicked by 10:50 a.m. for changes to become effective and not rejected by the TAP system.